

Report for Week Ending 13 June 1956
from
RECORDS DISPOSITION BRANCH

Project 6-11 - Office of Personnel [REDACTED] 25X1A9a

The proposed records control schedule for the Office of the Director has been submitted for comment and review. Mr. [REDACTED], RCO/OP, has indicated that he will initiate action during the coming week to coordinate and obtain approvals on the various Division and Staff schedules. Project is 64% complete. 25X1A9a

Project 6-15 - Office of Current Intelligence [REDACTED] 25X1A9a

25X1A9a The application of their Records Control Schedule has been started by Mr. [REDACTED], Records Officer, now that the Records Center is approved for storage of their material. Disposition instructions had to be changed on ten items of the schedule due to a change in a regulation that came out after the schedule was prepared. Project is 99% complete.

Project 6-26 - Medical [REDACTED] 25X1A9a

One branch is ready to retire several feet of records to the Records Center. As soon as a listing is made the boxes will be transferred to the Records Center. Psychiatric Division is awaiting aid in revamping the psychiatric files. This division expects to combine three separate file series into one numerical file and also to segregate the inactive files from the active. It is felt that this consolidation of files will make available more filing space and put these files on a current basis. Project is 78% complete.

Project 6-39 - DCI Executive Registry [REDACTED] 25X1A9a

Schedules and reports are being reviewed by this office. Project is 75% complete.

25X1A9a

Project 6-40 - Office of Central Reference - [REDACTED]

A proposed schedule for the records of Special Register has been prepared and given to them for comment. The schedule for Industrial Register will be completed this week and forwarded for comment. Will begin survey in Liaison Division on 18 June 56. As of this date a total of 6,610 cu.ft. of records have been inventoried and segregated into 118 separate record series on the records control schedule. Project is 20% complete.

25X1A9a

Project 6-41 - Office of Scientific Intelligence [REDACTED]

Revised schedules have been prepared for the OAD and Staffs. Survey is continuing into the divisions. Project is 10% complete.

General Information

25X1A9a Miss [REDACTED], OBI, called for information regarding the Agency File Manual as she is going to install the system in the administrative file of the Office. She said that she would contact us if she needed any assistance.

25X1A9a Mr. [REDACTED], Special Register, said that they are going to install the Agency File System in their Subject File. He further said that they would not need any assistance as the file manual answers all their questions.

The retirement of the PSB files was begun during the past week. Several days will be required to complete this project which is moving slowly due to the number of top secret documents involved in the transfer.

No change in the DD/S project which is awaiting review and concurrence by that office.

25X1A9a

[REDACTED]